

CHASA AGM

Thursday 21st September 2023, 8.30pm – Durham Ox

Attendees

Mrs Judi Jackson, Jonathan Dawson, Tracey Swiers, Becky Stubbins, Victoria Cain, Marta Bujwicka-Colman, Emma Wilkinson, Victoria Griffin, Jade Bunker, Fiona Ankers, Michelle Dawson, Charlotte Clark, Katie Hunsdale

Apologies for absence

Hannah Davies, Helen Champion, Sam Parris, Katie Liddell, Louise Beeson

Election of committee

Jonathan Dawson has asked to step down as Chair.

Jonathan explained that, as an extension of the core Committee, new CHASA roles have been created to get more people involved and to share out the responsibilities.

The voting proceeded as follows:

Jade Bunker proposed **Victoria Cain** as Chair, Becky Stubbins seconded this.

Victoria Griffin proposed **Jade Bunker** as Vice Chair, Jonathan Dawson seconded this.

Victoria Griffin proposed **Becky Stubbins** as Secretary, Judi Jackson seconded this.

Judi Jackson proposed **Tracey Swiers** as Treasurer, Victoria Cain seconded this.

Jade Bunker proposed **Victoria Griffin** as Assistant Treasurer, Tracey Swiers seconded this.

Becky Stubbins proposed **Fiona Ankers** as Compliance Manager, Tracey Swiers seconded this.

Victoria Griffin proposed **Marta Bujwicka-Colman** and **Michelle Dawson** as joint Communications Manager, Jade Bunker seconded this.

Becky Stubbins proposed **Katie Hunsdale** as Uniform Manager, Victoria Cain seconded this.

Victoria Cain proposed **Charlotte Clark** as Tuck Shop Manager, Tracey Swiers seconded this.

Becky Stubbins proposed **Jonathan Dawson** as Raffles and Lotteries Manager, Tracey Swiers seconded this.

Tracey explained that she is happy to be Treasurer for the next 2 years, but she will then need to step down. She has proposed her last year (next school year) should be a 'handover' year and that she could mentor someone with a view to them taking over the role. There is a sizeable amount of admin to transfer over, so this will allow time for this.

Voting for Parentkind constitution

Victoria G advised that the current CHASA constitution is very outdated and proposed that we adopt the Parentkind constitution. We already have our insurance through Parentkind so it makes sense to also have the constitution through them. This way we can have everything under the same umbrella and the same address – which should be the school address. All voted in favour of adopting the Parentkind constitution.

Action Tracey: Tracey to submit the change in constitution to the charity commission.

Safeguarding & Data Protection Policies

Victoria G summarised the Safeguarding policy. She advised that if anyone were ever to feel uncomfortable with anything which happened at a CHASA event please bring it up with herself, Fiona or Mrs Jackson.

Victoria G suggested the following amendments to the data protection policy:

- Take out Amazon Smile as this has finished.
- For those with the SumUp app, ensure that phones/laptops are password protected.
- Storage of payment data in SumUp as per their terms and conditions.

Everyone was happy with these proposed amendments; nobody proposed any other amendments.

Action Victoria G/Fiona Ankers: Make amendments and circulate to Reps WhatsApp group. These two policies can be voted in at the next CHASA meeting.

Class Reps

Jonathan advised that class reps should come along to the CHASA meetings, pass on messages to their year WhatsApp groups and support the committee.

The class reps who have agreed to stand this year are as follows:

Reception – Fiona Ankers and Katie Hunsdale
Year 1 – Emma Wilkinson and Marta Bujwicka-Colman
Year 2 – Victoria Griffin and Hannah Davies
Year 3 – Louise Beeson
Year 4 – Victoria Cain and Jade Bunker
Year 5 – Becky Stubbins and Sam Parris
Year 6 – Katie Liddell and Natasha Jagger

Tracey kindly said that she can assist any year group reps who need extra help.

Action Becky: To send class reps list to Mrs Jackson for her to update on the website.

Financial Review

Tracey Swiers reported on the CHASA finances. For the year 1st September 2022 to 31st August 2023 CHASA income was **£8295.18** and expenditure was **£7,237.24**. The excess of expenditure over income was **£1057.94**. The last comparable year (taking out years affected by Covid) was 2018/19 where income was £6,032.15.

The biggest earner was the Summer Fair with £2,738.85 raised (beating the previous year), followed by the Quiz night (£804.15) and Bonfire night (£531.98).

Tracey explained that there may be a few minor discrepancies with some of the figures for events, for example the candles, which were sold at multiple events and occasionally SumUp amounts can be absorbed elsewhere.

The savings account and the current account have now been merged and the available funds are **£7857.28**.

Gift aid was claimed for the past 4 years' donations so **£600** is due to be paid to CHASA by HMRC.

Tracey made it clear that we are owed **£21.00** from SumUp as there was a mistake made where we were charged VAT incorrectly.

SumUp has been a huge success and it means we have made a lot of income which we might not otherwise have made. SumUp does take a commission of 1.7% for each transaction but the gains from it far outweigh this cost.

Banking

We are charged £5 a month bank fee by HSBC and there are additional charges for transactions/paying in cash/ paying in cheques. We were going to move over to Barclays bank however they didn't seem to offer any better terms. We will therefore remain with HSBC but Tracey will set up online banking (applied on 11th Sept) so that money can be transferred easily. We have a 'paying in' card now and we will also apply for a debit card so that this can be used for purchases. Overall, this should hopefully mean that there are less bank charges.

Brief discussion of events

Bonfire night – glow sticks are the biggest earner. Could we potentially look at glow up face paint/tattoos/braids? Pancakes were also always a big earner – could we do these from a gazebo off the side of the sports hall kitchen? – Michelle will enquire.

The Summer Fair – Tracey will send the breakdown of stalls and takings to the rep group. We will make sure the fair is not on the same day as the Easingwold school fair next year (Mrs Jackson to liaise with their head about this).

Christmas cards – We are following the Easingwold school model for this. The children will design the cards in school, and these can be bought online this year, so will hopefully raise more.

EasyFundraising/Amazon Smile

Easyfundraising profit is down on last year so we said it would be great to give parents/carers a reminder about this. It is very easy to sign up (can scan QR code on leaflets) and then apply the pop-up reminder so that every time you shop online the company you are buying from donates a percentage of your spend to the school at no extra cost to yourself. The Amazon Smile scheme has ceased so it's even more important to push Easyfundraising.

Action Mrs Jackson: To put the Easyfundraising poster up in the school noticeboard and possibly on the website too.

Donations 2022/23

Mrs Jackson said that the reading diaries have been really valuable and are much more robust this year to prevent them coming apart.

The running track has been fantastic, it is used constantly throughout the day and will be used throughout the winter too. It is used not only by the children but by parents/carers and members of the community too, all generations!

Donation for IT equipment

The committee agreed a donation sum of £6,500 to be given to school for new IT equipment. Mrs Jackson confirmed that this would be used for new iPads and laptops. This cheque was handed over to Mrs Jackson by Jonathan (on behalf of CHASA) during the meeting. Mrs Jackson expressed her enormous thanks to CHASA and the parents/carers for all the fundraising and support over the last year.

CHASA also applied for a digital grant, and we were awarded £800 – this has already been given to school and will be used towards the iPads/ laptops and towards a 10-week coding after school club run by Mr Brown.

Donation Requests for the coming year 2023/24

CHASA has already agreed to fund the reading diaries and the pantomime this year.

Mrs Jackson advised that the teachers are mapping out the educational visits across the year for each class. If CHASA can support with these costs it would be gratefully received.

Mrs Jackson also requested CHASA funding for a solid and soundproofed partition between the hall and Holly classroom. There is currently a pullback concertina curtain in place which is very worn and tattered and provides no sound barrier or security. Holly class children and children using the hall are therefore distracted by the noise coming from the opposite side of the partition. It would therefore be of great benefit, not only to Holly class children, but also to all children who use the hall (so the whole school). Also, in terms of security, it will provide a secure side wall for Holly class.

It was suggested some form of bi-fold soundproofed door would be the best solution as the partition still need to be opened up into a bigger space for lunchtimes.

CHASA has already coined this project 'The Great Crayke Wall'. If anyone can help school with ideas of companies who can provide/install this sort of thing, they would be gratefully received.

Upcoming Meetings

We can no longer use the school hall for meetings because of the after-school club and it was becoming difficult having children there whilst the meetings were happening.

The plan is to mix up the meetings and have them at different venues and times, always with the option to join the meetings remotely on Zoom.

Venue options include having the meetings at cafes/pubs/St Monicas meeting room or at people's houses.

The next meeting will be at Victoria Cain's house on Monday 2nd October at 1.30pm – 3pm (this will be accessible on Zoom too), to discuss upcoming events namely family bingo (Saturday 21st October) and bonfire night stall (Sunday 5th November).

Thank you to Jonathan Dawson

We said a fond farewell to Jonathan and thanked him for being a fantastic Chair for almost 4 years. He has agreed to take the role of Raffle and Lotteries Manager, which is fantastic news.

AOB

Solar panels – There is ongoing fundraising for the school solar panels. AVIVA employees have a charity amount of £40 a year which they can put towards their chosen charity – we are kindly asking if anyone has this available to them if they could put it towards the school solar panel fund.

In addition, until 2nd October (next Monday), AVIVA will double any donation given towards a climate cause therefore they will double any donations given towards the solar panel fundraiser. We are asking for people to make donations before this date so the amount can be doubled. Victoria G and Marta will circulate information about this, which they ask to be passed on to the year WhatsApp groups.